

3 FAH-2 H-200 Appendix B Additional Survey Job Descriptions

A. Project Engineer—FSN-11

—Provides professional engineering services in the planning, design, maintenance of one or more substantial and fairly complex projects or all engineering projects of a smaller, less complex company which has fairly standard engineering work.

—Develops scope of work for engineering studies.

—Reviews and recommends on contractor bids and capabilities and the engineering feasibility of project proposals.

—Advises on and supervises the engineering aspects of programs and projects in progress.

—Prepares, analyzes, selects, modifies and evaluates engineering designs, drawings, specifications bills of material and cost estimates for constructions, alterations and major repair projects.

—Conducts on-site inspections of engineering projects to ensure that work is conducted according to sound professional engineering principles and practices and meets applicable engineering design and construction standards.

• **Not** a new or unlicensed engineer, nor one responsible for decision-making on building plans or equipment purchases.

Qualifications:

—A college degree in civil or other specialized engineering.

—5 years of progressively responsible engineering experience is required.

—Must have current license/certification.

B. Professional Accountant—FSN-11

—Performs professional accounting duties of broad scope and unusual complexity in planning, designing, analyzing, evaluating, and coordinating specialized accounting functions of a large accounting system.

—Analyzes new financial requirements and devises or modifies accounting sub-systems to accommodate them.

—Conducts continual review and evaluation of internal accounting and control procedures.

—Forecasts obligations and costs and prepares budgets.

—Advises on adequacy of accounting systems and probable financial capability of prospective clients and other serviced organizations.

- **Not** responsible for a system of only moderate complexity nor for allocating resources in managing the overall system.

Qualifications:

—A college degree in accounting, finance or business administration or its equivalent in type, scope and thoroughness in public or private accounting practice.

—5 to 7 years of progressively responsible experience in public or private accounting.

C. Chief Accountant—FSN-12

—Serves as principal assistant to the chief financial officer of a multimillion dollar operation.

—Administers the budgeting, accounting and reporting functions of the organization, providing financial advice on both the internal and external activities.

—Establishes, operates and revises accounting systems to meet new financial requirements.

—Prepares periodic and special reports on the financial status of the organization's overall activities.

—Prepares operating budgets and oversees their proper execution.

- **Not** involved as a staff person responsible only for advising on existing system nor responsible at an executive level for allocating resources in managing the overall system.

Qualifications:

—A college degree in accounting, finance or business administration or its equivalent in type, scope and thoroughness in public or private accounting practice.

—6 to 8 years of progressively responsible experience in public or private accounting.

D. Project Specialist—FSN-11

—Serves as a principal advisor in a major program sector such as agriculture, health, rural development, or private enterprise.

—Develops proposals for and oversees implementation of comprehensive projects for a specialized sector.

—Analyzes proposals for compliance with goals and objectives, available resources, cost/benefit ratios, feasibility of the organization carrying out the project and conformance to budget.

—Provides guidance and assistance during project implementation ensuring obligations, commitments and conditions precedent are met.

—Evaluates the overall progress of projects and the achievement of specified goals and objective.

- **Not** a junior analyst responsible for auditing or overseeing parts of a project nor responsible for allocating resources in managing the overall project.

Qualifications:

—A college degree in a field relevant to development assistance, such as public or business administration, economics, law, or accounting.

—5 to 7 years of progressively responsible experience in the specialized field, including experience in data analysis/interpretation and in written/oral presentation of findings.